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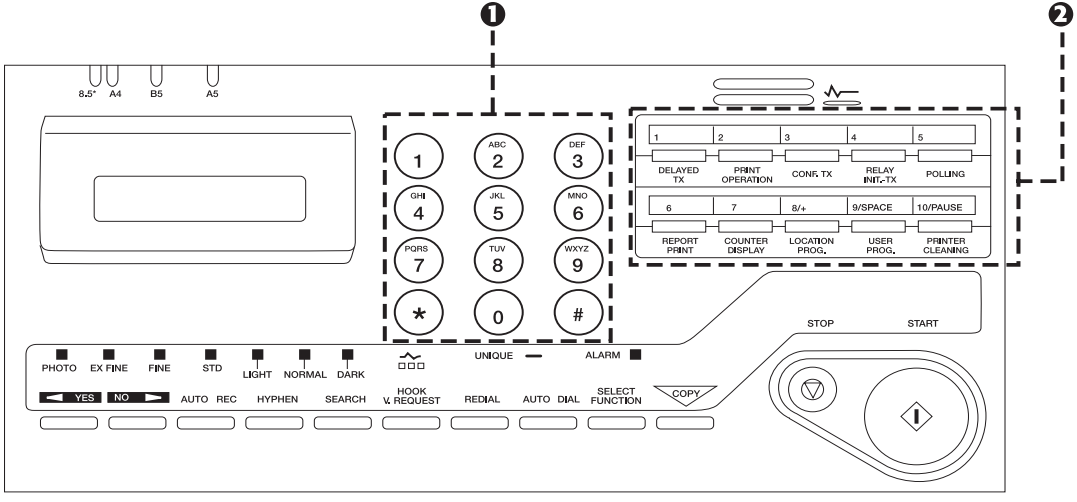
Control Panel



1) Numeric Keypad
2) One Touch Keypad

Faxing

Setting Up the Fax

Date and Time

1 Press **Select Function**.

2 Press **9/User Program**.

3 Press **3** on the numeric keypad.

4 Press ◀**YES**.

5 Enter the new date and time using the numeric keypad. Press ▶**NO** to advance to the next number. Use the 24-hour format.

6 When the time is set, press ◀**YES**.

7 Press **Select Function** to finish.

Fax I.D.

1 Press **Select Function**.

2 Press **9/User Program**.

3 Press **4** on the numeric keypad.

4 Press ◀**YES**.

5 Enter the full telephone number of your fax machine using the numeric keypad.

6 Press **Start**.

7 Enter your Sender ID (up to 32 digits). Use ▶**NO** and ◀**YES** to move the cursor forward or backward.

8 Press **Start**.

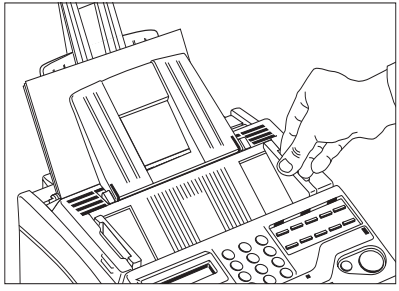
9 Enter the telephone number for call back messages using the numeric keypad. Enter up to 20 characters.

10 Press **Start**.

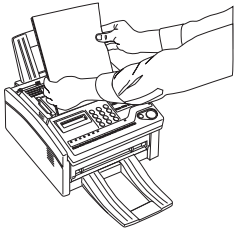
11 Press **Select Function** to finish.

Loading the Document

1 Adjust document guides to the width of the document.



2 Stack documents neatly and insert face down. Readjust the document guides for a snug fit.



3 OKIOFFICE grips the documents and pulls the bottom page into the machine.

Using Manual Feed

Using the markings on the manual feeder slot as a positioning guide, insert a single sheet of paper or envelope face up in the slot until you feel the OKIOFFICE 84 grab hold of it.

Changing Resolution

Change resolution by pressing ◀**YES**. The resolution (photo, extra fine, fine, or standard) is marked by an LED display just above the ◀**YES** key.

Changing Contrast

Change contrast by pressing ▶**NO**. The contrast (light, normal, or dark) is marked by an LED display just to the right of the ▶**NO** key.

Send to Single Location / Keypad Dialing

Regular Dialing

1 Load your documents.

2 On the numeric keypad, dial as you would on a normal telephone.

3 Press **Start** to begin the transmission.

One-Touch

How to Program

1 Press **Select Function**.

2 Press **8/+/Location Program**.

3 Press a One Touch key to program.

4 Enter the main fax number.

5 Press **Start**.

6 Enter the location ID (up to 15 characters).

7 Press **Start**.

8 Enter the alternate fax number, if desired. Refer to steps 4 and 5.

9 Press **Start** to finish programming the One Touch key.

10 To continue programming One Touch keys, go back to step 3. When you are finished, press **Select Function**.

How to Use

1 Load your documents.

2 Press the One Touch key.

3 Press **Start** to begin the transmission.

Auto (Speed) Dial

How to Program

1 Press **Select Function**.

2 Press **8/+/Location Program**.

3 Press **Auto Dial**.

4 Using the numeric keypad, enter a 2-digit number (01-70) for the Auto Dial number you wish to program.

5 Enter the fax number.

6 Press **Start**.

7 Enter the Location ID (up to 15 characters).

8 Press **Start**.

9 To continue programming Auto Dial numbers, go back to step 4. When you are finished, press **Select Function**.

How to Use

1 Load your documents.

2 Press **Auto Dial**, then enter the two-digit Auto Dial number on the numeric keypad.

3 Press **Start** to begin the transmission.

Group Dial

How to Program

1 Press **Select Function**.

2 Press **8/+/Location Program**.

3 On the numeric keypad, press the **#** key.

4 Using the numeric keypad, enter the group number (1-5) you want to program.

5 Add a location to your group: press a One Touch key, **Auto Dial** plus a two-digit Auto Dial number, or use the **Search** key to find the desired location.

6 Press ◀**YES** to add the location to the group.

7 Continue to add locations to the group as needed.

8 When you are finished programming your group, press ▶**NO**.

9 To program another group, go back to step 3. If you are finished, press **Select Function**.

How to Use

1 Load your documents.

2 Press the **Auto Dial** key. The Display shows AUTO DIAL NO.

3 Press the **#** key. The display shows GROUP SETTING.

4 Enter the group number on the numeric keypad.

5 Press **Start** to begin the transmission.

Broadcasting

1 Load your documents.

2 Select a location: press a One Touch key, **Auto Dial** plus a two-digit Auto Dial number, press **#** plus a group number, or enter a number on the numeric keypad.

3 Repeat step 2 as often as necessary to continue selecting locations.

4 Press **Start** to begin transmission.

Redialing

You can redial a number manually at any time by pressing **Redial**.

Switching Between Memory & Feeder Transmit Modes

Switching is enabled when Instant Dialing is turned off.

1 Press **Select Function**.

2 Press **9/User Prog.**

3 Press ◀**YES**.

4 Enter 17 using the numeric keypad.

5 Press ▶**NO** to switch between memory and feeder transmit modes.

6 Press **Select Function** to register your selection.

Search Key Dialing

Use the **Search** key to look through the alphabetical list of Location IDs programmed into your OKIOFFICE 84.

1 Press **Search** to begin the search.

2 Press **Search** again to look through the entire list of locations in alphabetical order, or

3 Locate the letter you want on the numeric keypad and press that key to look through Location IDs beginning with that letter.

Delay Transmission

Sending a Delayed Fax from the Document Feeder

1 Load your documents.

2 Press **Select Function**.

3 Press **1/Delayed TX**.

4 If the transmission is to occur on the same day, skip to step 6. Otherwise, press ▶**NO**.

5 Using the numeric keypad, enter the transmission date—up to three days in advance.

6 Press ◀**YES**.

7 Using the numeric keypad, enter the transmission time, in 24-hour format.

8 Press ◀**YES**.

9 Select a location: press a One Touch key, **Auto Dial** plus a two-digit Auto Dial number, or enter a number on the numeric keypad.

10 Press ◀**YES** or **Start**. Your OKIOFFICE 84 begins waiting for the date and time you have set before feeding the document and sending the fax.

Sending a Delayed Fax from Memory

1 Load your documents.

2 Press **Select Function**.

3 Press **1/Delayed TX**.

4 If the transmission is to occur on the same day, skip to step 6. Otherwise, press ▶**NO**.

5 Using the numeric keypad, enter the transmission date—up to three days in advance.

6 Press ◀**YES**.

7 Using the numeric keypad, enter the transmission time, in 24-hour format.

8 Press ◀**YES**.

9 Press ▶**NO** to select faxing from memory.

10 Select a location: press a One Touch key, **Auto Dial** plus a two-digit Auto Dial number, press **#** plus a group number, or enter a number on the numeric keypad.

11 Press ◀**YES** to confirm your selection.

12 Repeat steps 10 and 11 as necessary to continue selecting locations.

13 When you are finished selecting locations, press ▶**NO**.

14 If you have selected multiple locations, your OKIOFFICE 84 asks if you want to confirm your selections with a printed report before proceeding. If you do, press ◀**YES**.

After the report is printed and if you want to make corrections, press ▶**NO** and go back to step 10.

To remove a location, select the location in the same way, but press ▶**NO** to delete it from your transmission.

15 When all of your selections are correct, press **Start**. Your OKIOFFICE 84 scans the documents into memory and waits until the set date and time before sending the fax. When scanning is completed, your OKIOFFICE 84 is available for other transmission operations.

Canceling a Delayed Transmission

1 Press **Stop**.

2 Press ◀**YES**. The display shows the Location ID of the delayed transmission currently loaded in your OKIOFFICE 84.

3 Press ◀**YES**.

4 If the delayed transmission was a feeder transmission, press **Stop** again to remove the document from the document feeder.

Confirmation Report

1 After transmission, press **Copy** (with no documents loaded) to see the confirmation report on the display.

2 Press **Copy** again to print the report.

Copying

Making Copies

1 Load the document in the document tray.

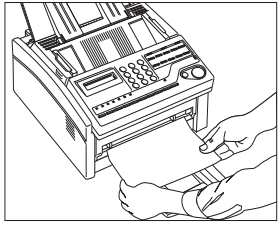
2 Press **Copy**.

3 *If only one copy is required*, wait and the machine will begin copying momentarily.

To make multiple copies, enter the number of copies required using the numeric keypad.

4 Press **Copy** again to start copying.

Using Manual Paper Feeder



1 Load your documents.

2 Insert a sheet of paper face up into the manual paper feeder slot, until you feel the OKIOFFICE 84 grab hold of the paper.

3 Press **Copy** (see the instructions above).

Printing

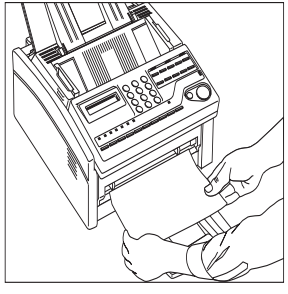
See your software user's guide for more details.

1 Select **File**, **Print**.

2 Select **OKIOFFICE 84**.

3 Click **OK**.

Using Manual Feed



1 Using the markings on the manual feeder slot as a positioning guide, insert a single sheet of paper or envelope face up in the slot until you feel the OKIOFFICE 84 grab hold of it.

2 Issue the command to print through your application. The paper pulls into the OKIOFFICE 84 for printing.

3 If you are printing multiple pages, insert additional pages when prompted by the software.

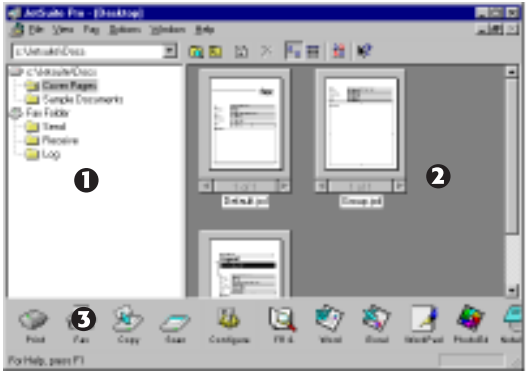
Scanning

Scanning the Document Using JetSuite Pro

1. Insert the pages to be scanned into the document feeder print side down, with the top edge into the OKIOFFICE 84.
2. A dialog box appears, saying, “A Document has been placed into the input tray. Would you like to scan it?”
3. Click **Yes**.
4. A dialog box lets you control resolution, regular or inverted image, dimensions of scanned document, level of contrast, and dithering (“16 shades” for pictures with grays, “none” for black and white images or text).
5. Click **Scan**. When scanning is complete, the document appears on the desktop.

Using JetSuite Pro

See your *JetSuite Software User's Guide* for more details.



1) Select folder.
2) Select file.
3) Select operation.